

**NURSE PRACTITIONER  
(Ob/Gyn)  
064**

**DEPARTMENT:** Community Services/WAMAC/Olde Towne Medical Center

**NATURE OF WORK:**

Provides health care services to the appropriate population within the context of a family practice primary care center. Works independently and in collaboration with physicians and other Nurse Practitioners. Works under the supervision of the Medical Director and Executive Director.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Provides obstetrical and gynecological care to women from birth to death.

Collaborates with volunteer physicians.

Conducts physical exams and patient assessments, establishes treatment plans, orders appropriate diagnostic tests, and prescribes appropriate medications within parameters of established and approved formulary, as defined by the State Boards of Medicine and Nursing as well as the Scope of Practice as defined by national professional groups.

Recommends medical protocols to be used in the medical center.

Assists with supervision of medical staff to include paid and volunteer registered nurses, LPN's, certified nurse assistants, and medical assistants and clinical assistants. Acts as immediate supervisor to assigned clinical staff.

Plans, coordinates, monitors, and implements the activities of patient care and flow to ensure the smooth delivery of care on a day-to-day basis. Assesses, plans, and evaluates clinic staff work assignments allocating staff to meet daily work load.

Formally evaluates team members as designated.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs other related duties as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed at the Olde Towne Medical Center in a medical clinic setting.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of public health clinical care principles and practices, and wellness concepts.

Good diagnostic skills.

Ability to establish and maintain effective working relationships with doctors, nurses, coworkers, volunteers, and the public.

Ability to work independently under limited supervision.

Ability to work under pressure in a fast paced clinic setting.

Ability to work and communicate effectively with persons of various multicultural and socioeconomic backgrounds.

**MINIMUM QUALIFICATIONS:**

Must be a Virginia Licensed and Certified OB/GYN Nurse Practitioner; be eligible for Virginia prescriptive authority. Some related experience preferred.

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Nurse Practitioner

Position Number 064

Department Community Services

Division WAMAC/OTMC

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☐ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others \_\_\_\_\_
- \_\_\_\_\_
- ☐ Not essential to job function

## 2. Hearing/Listening:

- ☒ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

## 3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device
- ☐ Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Use postage machine          |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                          |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                         |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Walkie Talkies</u> |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function           |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

1. **Strength**: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>			✓				✓		
<b>Push/Pull</b>			✓				✓		
<b>Hold/Carry</b>			✓				✓		

Manipulation done from: ☐ ground to waist    ☒ waist level    ☒ waist to shoulder    ☒ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift    ☐ Push/Pull    ☐ Hold/Carry    (Check all that apply)

2. **Climbing**: To move up or mount by using the hands or feet.

### Ladders

- ☒ Step stool  
☐ 8' to 10' step ladder  
☐ Extension ladder  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Stairways

- ☐ 1 flight  
☐ 2 flights  
☐ 3 or more flights  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☐ 3-4  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run**:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
<b>Stand</b>			✓					✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>			✓					✓	
<b>Run</b>									

If walking or running, over what type of terrain?    ☒ flat    ☐ rough    ☐ both

Not essential to job function:    ☐ Stand    ☐ Sit    ☐ Walk    ☒ Run    (Check all that apply)

**4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- ☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- ☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

**6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)  
☐ Not essential to job function

**VII. Driving:** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			